

## TANANA CHIEFS CONFERENCE

### Job Description rev. 11/05

**JOB TITLE (Working):** SBIRT Assessment Clinician  
**Oracle Job Number:** 0215.SBIRT Assessment Clinician  
**Supervisor:** SBIRT Clinical Manager  
**DIVISION:** Behavioral Health Department  
**LOCATION:** 122 1<sup>st</sup> Ave, Ste 400  
Fairbanks, AK 99701  
**Mercer Class:** I  
**Level:** 5  
**FLSA:** Exempt  
**STATUS:** Full-Time, Regular  
**ICPA:** Y  
**HIPAA:** Y  
**Safety Sensitive:** Y  
**Fingerprint:** Y

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**Job Summary:** Job incumbent provides mental health and substance abuse screening and assessment services to adults and youths including intake and crisis intervention, agency intake and consultation.

**Essential Functions:** *This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**Representative Duties:** Under the general supervision of the SBIRT Clinical Manager, job incumbent will be assigned from the following representative duties:

1. Conducts comprehensive bio-psycho-social assessment by: Interviewing clients, reviewing records, and conferring with other professionals to evaluate individual's mental and physical condition, and to determine their suitability for participation a specific program.
2. Coordinates and effectively communicates with other private and public behavioral health, health and social service provide (e.g. FCBHC, FMH, FCC, SSI, APA, housing, and conservators) who may provide services to clients, including discharge planning and after care.
3. Maintains client charts in a timely and professional manner to ensure compliance with Medicaid and other applicable regulations to document diagnosis, assessment, treatment plan, treatment review, intervention, prior authorization for billable services, referral, consultation, and related function.
4. Works collaboratively with modalities within the continuum of care to assure a timely and smooth placement; handles all paperwork for referral to appropriate treatment unit; refers to Brief Treatment while clients are waiting for a bed date or slot; works with treatment unit to assure timely transfer and intake.

5. Attends and delivers training appropriate to the position as required.
6. Provides effective coverage for behavioral health emergency on call services; provide crisis intervention as needed.
7. Provides consultation to clinical staff, medical professionals, schools, university, probation and court system as necessary to ensure quality services. Networks with area professionals to maintain communication systems for follow-up and referral.
8. Displays professional, ethical behavior at all times.
9. Actively participates in professional organizations and continuing professional education.
10. Assists with quality assurance measures.
11. Maintains strict client confidentiality.

**Other Responsibilities:**

1. Provides training and consultation for other staff or students as requested by supervisor.
2. Fulfills Acting Clinical Supervisor duties as needed.
3. Performs other job-related duties as assigned.

**Minimum Qualifications:**

1. Master's degree in Counseling, Psychology, or Social Work from an accredited institution.
2. National and/or state certification and/or licensure eligible. Example: Licensed Marriage and Family Therapist, National Certified Counselor, LCSW, etc.
3. Three years of professional clinical mental health experience is preferred.

**Knowledge, Skills and Abilities:**

1. Strong understanding of co-occurring related issues: Level 1 Alaska Chemical Dependency Counselors Certification preferred; certification required within 12 months of hire.
2. Strong verbal communication, analytical and interpersonal skills required.
3. Cross-cultural treatment skills and knowledge of Alaska Native cultures and traditions preferred.
4. Familiarity with the culture and needs of individuals of Alaska Native descent.
5. Strong computer skills using work-processing network servers, electronic health records and scheduling systems, and Microsoft Office.
6. Strong verbal communication, analytical and interpersonal skills required.
7. Must have initiative and prioritizing skills.
8. Must be able to maintain confidentiality of patients.
9. Must work as part of a team providing quality care

**Supervision:** This position has no supervisory responsibilities.

**Physical demands:** Mostly Sedentary position with long periods of sitting. Frequently work under deadline situations. Must be able to lift and carry up to twenty-five pounds. Must be able to work in a busy and sometimes stressful environment.

**Summation:** This position is part of the Behavioral Health Department which provides Individual and Family Therapy, Assessment, Psychiatry, Case Management, Substance Abuse treatment and referral to clients with issues ranging from general mental health to severe emotional disturbance to serious and persistent mental illness. Clients reside in Fairbanks and the surrounding villages. BH Department includes Mental Health, Old Minto Family Recovery Camp, Behavioral Health Aide, Ch'eghuten, Paul Williams House, Itinerant Services and the Upper Tanana Alcohol Program. This program works closely with the Chief Andrew Isaac Health Center in addition to other community agencies which serve our clients. Established hours of operation are Monday through Saturday 8am – 8pm. OMFRC runs a 35 day Substance Abuse Treatment Camp in the village of Old Minto. After hours assistance is available for Behavioral Health emergencies via the emergency services pager.

**This job description is not an employee agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

**Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.**

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Employee Name (print)

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Employee Acknowledgment

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date